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18 August 1953

OPM 20-803-5  
PERSONNEL DIRECTOR MEMORANDUM NO. 63-53

SUBJECT: Charge-Out and Control of Official Personnel Folders

1. In order to effect a more efficient control over the handling and management of official personnel folders, the following procedures will apply whenever personnel folders are loaned by the Personnel Office to authorized individuals or components of the Agency as specified in the provisions of CIA Regulation [REDACTED] pending publication.

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a. Responsibility for the charge-out and control of official personnel folders:

(1) The basic responsibility for the charge-out and control of official personnel folders is vested with the Processing and Records Division. This Division will maintain a master index of the names of all Agency officials authorized by the Chiefs of the major components (offices, staffs or DD/P area divisions) of the Offices of the DD/I, DD/A, DD/P, Training, and Communications, to request and receive official personnel folders on a loan basis for the component concerned.

(2) The Processing and Records Division will also be responsible for maintaining the Personnel Office record-of-loan for all personnel folders released to individuals in components other than P&RD. The Processing and Records Division will make every effort to assure that folders are loaned only to those individuals authorized to receive them. Violations of the provisions of CIA Regulation [REDACTED] concerning the loan of personnel folders will be reported in writing to the Personnel Director by the Chief, Processing and Records Division.

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b. Routing and record procedures for charge-out and loan of official personnel folders:

(1) In each case involving the transfer of a personnel folder to an authorized individual or component outside of the Personnel Office, the Processing and Records Division will initiate or complete, as appropriate, Form No. 37-174, Charge-Out Control Form, and Form No. 37-174a, Charge-Out Record. In addition, P&RD will attach a Memorandum of Instruction to each personnel folder before its release.

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(a) The initial record data (name of employee, date of charge-out, individual requesting folder, etc.) appearing in the upper portion of Form No. 37-174, Charge-Out Control Form, will be completed by P&RD. In addition, the charge-out code number will be imprinted, by use of a numbering machine, in each item of the form (including Report of Transfer slips) reflecting this heading. Completed Charge-Out Control Forms will be firmly attached to the outside of each folder before release.

(b) In conjunction with the Charge-Out Control Form, the Charge-Out Record, Form No. 37-174A, will be completed by P&RD as the actual Personnel Office record-of-loan. Charge-Out Record cards will be filed alphabetically by name for each folder charged-out by the Processing and Records Division. In accordance with the instructions appearing at the top of the Charge-Out Control Form, transfer of personnel folders, authorized by telephone will be reported to P&RD in writing by the original requester through use of numbered Report of Transfer slips attached to the Charge-Out Control Form. Report of Transfer slips will be filed directly behind the respective Charge-Out Record cards immediately upon their receipt by the Processing and Records Division.

(c) The Memorandum of Instruction has been written in accordance with the general provisions of CIA Regulation [REDACTED]. It provides, in concise form, instructions governing the management of and responsibility for official personnel folders released to components other than the Personnel Office. The Processing and Records Division will be responsible for assuring that a Memorandum of Instruction is attached to the inside of each folder before transmittal.

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2. These procedures will become effective upon receipt of the printed forms.

  
for GEORGE E. MELOON  
Personnel Director

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